

113006/11/2007

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **INVENTORY CONTROL SPECIALIST**

**DEFINITION**

Under general supervision, to perform both manual and administrative support duties in the receiving, storing and issuing of a variety of materials and supplies; and to do related work as required.

**REPORTS TO:** Warehouse Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Warehouse Supervisor

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Receive, accept and unpack incoming materials and supplies.
- Check delivery receipts with purchase order.
- Check items for soundness and condition.
- Assign stock numbers to incoming supplies and materials and place items in assigned location.
- Issue materials and supplies as requested and keep appropriate records.
- Receive returned items.
- Count stock items in filling requests.
- Operate forklift, crane and other stockroom equipment.
- Assist in maintaining stock records.
- Perform routine clerical tasks.
- Assist in periodic inventories.
- Operate a vehicle in the pick up and delivery of supplies and materials.
- Perform general clean up of storage facilities.

**QUALIFICATIONS**

**Knowledge of:**

- Store keeping and inventory methods.

**Ability to:**

- Perform routine clerical work and to make simple arithmetic calculations.

- Understand and carry out oral and written instructions.
- Perform heavy manual work (100 lbs) in lifting and moving stock.
- Learn to operate fork lifts, cranes and other stockroom equipment.
- Obtain certification for dispensing propane for refueling purposes.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

|     Education:       Equivalent to the completion of twelfth grade.

|     Experience:       Six months experience in stores or warehouse work.

**MEDICAL CATEGORY:**   Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

When assigned to the Central Stores Department, be certified, or have the ability to obtain certification within 6 months from the date of hire, to dispense propane to refuel propane powered forklifts and be certified to operate all types of forklift equipment.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:**       Inventory Control Specialist

**TO:**           Senior Inventory Control Specialist